



USAID
FROM THE AMERICAN PEOPLE

International (Non-U.S.) Annual Submission Checklist (Required Documents)

To maintain registration with the U.S. Agency for International Development (USAID), each private voluntary organization (PVO) is required to send the following materials within six months after its fiscal-year-end.

Please return this checklist with your submission.

- _____ 1. Audited financial statements prepared both on an accrual basis in accordance with generally accepted accounting principles or accounting standards for the country in which the organization is domiciled and by an independent, certified public accountant (CPA). If total support and revenue is less than \$50,000, unaudited financial statements may be submitted. **Financial statements must be in final form. Drafts will not be accepted. Financial statements must be converted to U.S. dollars and in English.**
- _____ 2. Annual report (draft acceptable) or a similar document describing overall program activities. **The annual report must be for the same fiscal year as the financial statements and in English.**
- _____ 3. International PVO Executive Contact Data Sheet.
- _____ 4. VolAg Report Data Sheet.
- _____ 5. AID Form 200-1, PVO Classification Form.
- _____ 6. Amended articles of incorporation, charter, bylaws or a change in tax-exempt status. **Documents only required if modified since originally submitted. Amended articles or charter must be on official letterhead with authorizing signature.**
- _____ 7. List of board members with employees of the organization indicated.

DOCUMENTS MUST BE SUBMITTED FOR THE SAME FISCAL YEAR.